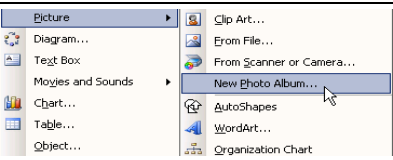
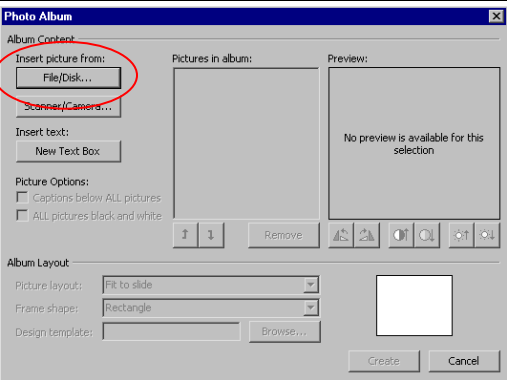

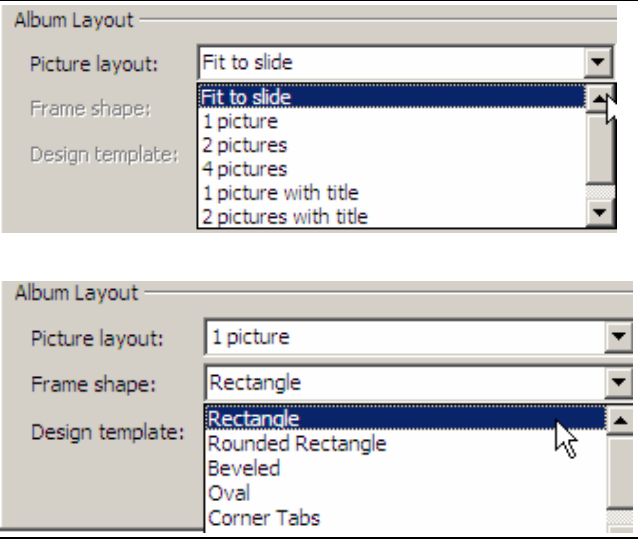
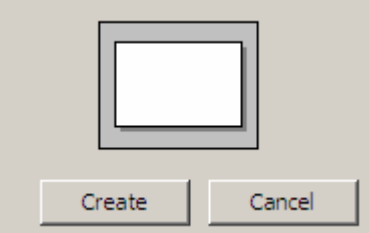


Creating a photo album in PowerPoint 2003

Make sure all of your pictures are in one folder	
Open PowerPoint. Select Insert > Picture > New Photo Album	
In the Photo Album dialog, select Insert Picture from: File/Disk...	
<p>Navigate to desired folder.</p> <p>To select all photos in the folder click the first photo, pressing and holding Shift, then click the last photo.</p> <p>When they are selected, click Insert.</p>	
<p>Under Album Layout, select desired Picture Layout (e.g. 1 picture with title).</p> <p>Frame Shape (e.g. rectangle). You will see a preview of the slide on the right side of this screen.</p>	
Click Create on the lower right corner of the screen.	

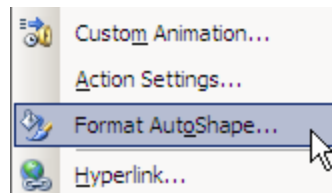
After creating the Photo Album, you can:

- Delete any pictures you don't want by viewing the slide thumbnails (**View>Slide Sorter**) and pressing Delete on your keyboard or right-clicking and selecting **Delete Slide**.
- Change the order of slides (while in the **Slide Sorter** view) by dragging and dropping the slides in the desired order.
- Resize any picture to make more room for a text box or other object by dragging in at a corner handle.

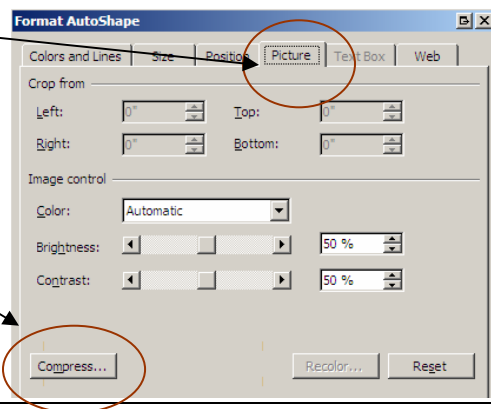
Compress your pictures

Compressing a PowerPoint optimizes it for on-screen viewing and reduces the file size by as much as 90%!

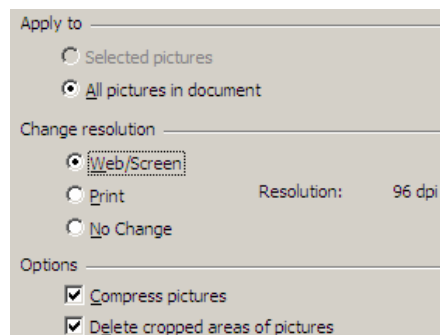
Right-click ANY slide photo/graphic and select **Format Picture** (or **Format AutoShape**)



On the **Picture** tab, click **Compress**.



- **Apply to** > All Pictures in Document
- **Change Resolution** > Web/Screen (96 DPI)
- Leave Options checked as they are.
- Click OK. Wait until timer disappears.
- Click OK.



In the Compress Pictures dialog, select:

Select File > Save As... and name the file with a NEW name to make the compression "stick." THIS IS A NECESSARY STEP!